

**Capital Planning Committee
DRAFT Meeting Minutes
November 30, 2017**

In attendance were:	Dean Carman John Danizio Brian Rehrig Barbara Thornton Steve Andrew Chris Moore
Not in attendance:	Charlie Foscett Sandy Pooler Rich Viscay Timur Yontar, Capital Planning Committee Advisor
Also in attendance:	Joe Barr, Capital Planning Committee Advisor Michael Morse, Deputy Treasurer Amy Fidalgo, Management Analyst Mike Rademacher, Director of Public Works

Meeting Opened: Brian Rehrig opened the meeting at 5:00pm. The Committee reviewed the minutes of November 16, 2017. Barbara Thornton moved to approve the minutes as amended. Dean Carman seconded. All voted in favor. The Committee decided to add a meeting on December 21st in order to finish subcommittee presentations.

DPW Presentation on Roadways: Mike Rademacher, Director of DPW, presented an overview of the DPW budget, and the prioritization of the streets and sidewalks repair program. Mike Rademacher explained that in order to determine paving repairs the Department commissions a survey of roadway condition of the entire town. Mike Rademacher provided handouts of where handicap work will be done in upcoming years, and where roadwork will be performed in upcoming years.

Subcommittee Reports:

- **DPW:** The subcommittee outlined the capital requests submitted for all divisions of DPW. The Committee discussed that the site improvement figure in the plan is still \$10m. Mike Rademacher confirmed this figure was from a study almost five years ago. Mike Rademacher added that the DPW is housed in a building that was not intended to house public works; there is no place for vehicle storage or washing. Mike Rademacher said that by August of 2018 he will have a better number of what renovations would cost. The Committee discussed increasing this placeholder figure since this figure is outdated. The Committee and Mike Rademacher discussed that \$13m would be a better figure to have in the plan, which is net of the contribution that the water and sewer enterprise fund will make to the total cost of the renovation. Dean Carman moved to increase the site improvements project to \$13m. Chris Moore seconded. All voted in favor.
- **HHS:** Steve Andrew provided an update on some outstanding HHS capital requests. Steve Andrew explained that the FY21 request to repair and replace the monument at

Veterans Park is a result of the Broadway Plaza Redesign. Steve Andrew stated that the Town Manager is responsible for the fees associated with the sealer of weights and measures. The relationship with Lexington is informal, but Arlington has a formal agreement with Belmont, which is \$2,500 annually. Steve Andrew said he discussed the Veterans Kiosk with Christine Bongiorno. The department plans to purchase a kiosk that is designed specifically for outside use. Steve Andrew confirmed that the Whittemore Robbins repairs totaling \$260k should be funded by CPA. Steve Andrew moved to approve all subcommittee recommendations for HHS. Barbara Thornton seconded. All voted in favor.

- **Selectmen:** Barbara Thornton presented the one capital request from the Selectmen's office for additional voting machines. Steve Andrew moved to approve. John Danizio seconded. All voted in favor.
- **IT:** Barbara Thornton discussed the IT services being provided for the Town and Schools, and reviewed all IT requests. Barbara Thornton recommended the Committee consider increasing the IT funding for computers and equipment in upcoming years. The Committee discussed their desire to review the upcoming IT strategic plan, and to have more backup documentation for all of the equipment being used by town and school employees, especially if funding needs to be increased in future years. Chris Moore moved to approve the IT capital requests based on the subcommittee recommendations. Steve Andrew seconded. All voted in favor.
- **Facilities:** Barbara Thornton discussed the recurring capital request in the amount of \$100k annually for Town Hall Repairs. The Committee discussed that they would like backup documentation of what repairs are scheduled to be made in the Town Hall each year. Dean Carman moved to approve the Town Hall Renovations request. Chris Moore seconded. All voted in favor.
- **School:** John Danizio reviewed the new capital request for solar shades for Peirce. John Danizio explained that these solar shades resolved a similar issue at Stratton, and will fix about 35 windows. There is also a request for one new bus added in the out year of the plan, due to the busing changes from opening the Gibbs School. Dean Carman moved to approve the discussed items. The request to change the photocopier funding will be held until December 14th. Chris Moore seconded. All voted in favor.
- **Planning and Redevelopment:** Steve Andrew provided an update on the Urban Renewal Fund, and said that the fund was looking healthier than last year due to rent adjustments. Steve Andrew reviewed all capital items for the Central School, Dallin Library and Parmenter School. The Committee discussed that two large construction projects are both funded in FY20, between DPW and Planning. Steve Andrew moved to approve the subcommittee recommendation for the Planning Department and the Redevelopment Board. Dean Carman seconded. All voted in favor.

Adjournment: Dean Carman moved to adjourn at 7:30pm. Brian Rehrig seconded. All voted in favor.